

## Job Description

<b>Job Title:</b> Project Officer	<b>Service Area:</b> Regeneration and Planning
<b>Division:</b> Strategic Commissioning	<b>Job Number:</b>  <b>Job Evaluation Number:</b> JE3928,3952,3953
<b>Grade:</b> <b>Scale S01/S02/PO1</b>	<b>Date last updated:</b> 15/08/2017  <b>Date of last Evaluation:</b> 15/02/2022

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### Overall Purpose of Job

- To develop the skills of a Regeneration Manager through project based learning and academic study.
- To contribute in bringing forward developments that create sustainable, resilient communities – including the delivery of consultation strategies
- To provide the technical and systems support necessary for the planning and delivery of Newham’s regeneration programme.
- To project manage regeneration projects and discrete elements of programmes– from inception to completion.
- To conduct research and provide support for complex, area based regeneration programmes
- To be a fully participating member of the regeneration service, positioning Newham as a leading London borough and driving significant improvement to local residents’ quality of life

## **Job Context**

The post holder:

1. Reports to Area Programme Manager or Senior Area Programme Manager
2. Procure and manage contractors and/or consultants as required.
3. To project manage and support regeneration programmes
4. Responsible for monitoring, maintaining and reporting on approx. £5 M annually.
5. Required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
6. The post holder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
7. Risk management responsibilities in respect of the projects on which they work.

## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Plan the delivery of capital and community projects, < £1M - from project initiation to delivery. Mediating to remove blockages, as appropriate.
2. To manage discreet elements of the regeneration programme, working across Council departments, with land owners and residents, external contractors and consultants.
3. To provide technical and project management support for specific assigned projects
4. Support the development and delivery of consultation and engagement strategies
5. Develop project briefs in consultation with stakeholders and identify and develop bids for funding.
6. Prepare and present reports and briefings for Senior Managers and members to facilitate and inform understanding and decision-making.
7. Assist with the preparation of development objectives, master plans, planning frameworks and other development proposals
8. Track and control project finances in accordance with council procedures and systems.

9. Present and analyse project information using MS Project, Power point, Excel, Photoshop etc
10. Draft and submit minor planning applications.
11. Review technical documents including drawings, strategies, policies, design guidance briefs budgets and provide concise summaries and recommendations.
12. Build good working relationship with funders and partners and provide timely reports and claims in line with their requirements.
13. Set up and maintain information web sites, produce leaflets and posters, draft press releases and contribute to providing information to promote projects, to the local community and others.
14. Assist in ensuring that project information is maintained and is accurate and complete on corporate systems.
15. Develop, maintain and review effective, efficient procedures and working methods which are integrated with existing Council systems, maximising the use of new technology.
16. Comply with Standing Orders, financial regulations and statutory obligations and ensure service procurement, commissioning and delivery; and the management of people; is within London Borough of Newham's policy and related requirements .
17. Any other duties as determined by the Senior Area/Area Programme Manager

**Additional duties at S02**

- Prepare develop and tender briefs inline with best practice, Council standing orders and relevant legislation.
- Plan the delivery of capital and community projects < £2M – from initiation to delivery mediating blockages as appropriate

**Additional duties at PO1**

- Prepare briefings and reports for the Mayor and members
- Plan the delivery of capital and community projects < £3M – from initiation to delivery mediating blockages as appropriate

# Personal Specification



<b>Job Title:</b> Graduate Regeneration Trainee	<b>Service Area:</b> Regeneration and Planning	
<b>Directorate:</b> Strategic Commissioning	<b>Post Number:</b> FROM TRENT	<b>Evaluation Number:</b> JE3928,3952,3953
<b>Grade:</b>  <b>Scale S01/S02/PO1</b>	<b>Date last updated:</b> 16/08/17	

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Understanding of legal frameworks and legislation relating to : <ul style="list-style-type: none"> <li>○ Environmental</li> <li>○ Landlord/tenant issues</li> <li>○ Contract law</li> <li>○ Planning</li> <li>○ Development Process</li> </ul> </li> </ul>	<p>Application Form/Interview/Test</p>

<ul style="list-style-type: none"> <li>• Knowledge and understanding of supporting legislation and current best practice in relation to development and how this aids or constrains delivery</li> <li>• An understanding of, and demonstrable commitment to, London Borough of Newham's vision and core values.</li> <li>• Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities.</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>EXPERIENCE &amp; QUALIFICATIONS</b></p> <p>Relevant degree and/or professional qualification and Prince 2 Project Management is desirable or willingness to work towards them. Specific requirements as detailed below at three progressive levels in a career grade for SO1, SO2, PO1</p>	
<p><b>SO1 Requirements</b></p> <p><b>Essential</b> Relevant Degree is essential</p> <p><b>Desirable</b> Full professional membership Prince 2 Project management qualification Some previous technical experience. Awareness of the theory of financial management. Some experience of budget management.</p> <p><b>Professional qualification and level expected at Scale SO1 to include one of the following is <i>desirable</i></b></p> <p><b><u>Chartered institute of Chartered Surveyors RICS</u></b></p> <p><i>Achieved RICS accredited degree, or is currently studying towards it ,or has relevant experience Is completing structured training (minimum of 12 months)</i></p> <p><b><u>Chartered Institute of Housing CIH</u></b></p> <p>Has obtained or is working towards practitioner membership</p> <p><b><u>Institute of Mechanical Engineers IMechE</u></b></p> <p>Has or is working towards obtaining IMechE accredited degree</p> <p><b><u>Royal Institute of British Architects RIBA</u></b></p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<p>Has or is working towards Part 2 (March/MSc Architecture)</p> <p><b><u>Institute of Civil Engineers ICE</u></b></p> <p>Has an educational base JBM accredited degree or Is working on Part 1</p> <p><b><u>Institute of Environmental Management and assessment</u></b></p> <p>Is an associate member of IEMA (passed the Open Book Assessment exam)</p> <p><b><u>Royal Town Planning Institute</u></b></p> <p><b>Educational Base:</b> accredited Undergrad or Postgraduate degree <a href="http://www.rtpi.org.uk/item/178/23/5/3">http://www.rtpi.org.uk/item/178/23/5/3</a></p> <p>.</p>	
<p><b>SO2 Requirements</b></p> <p><b>Essential</b> Relevant Degree is essential</p> <p><b>Desirable</b> Full professional membership is desirable but not essential Prince 2 Project management qualification is desirable but not essential</p> <p>Studying towards professional qualifications and able to demonstrate increased levels of experience gained over a 2 year period including, bidding for funding, delivering to time and budget small schemes autonomously <b><u>OR</u></b></p> <p>Able to demonstrate increased levels of experience gained over a 5 year period to include bidding for funding, delivering to time and budget small schemes autonomously</p> <p>Experience of managing small budgets. Evidence of successfully managing finances on smaller less complex projects</p> <p>Comfortable working largely on their own initiative, seeking advice from Senior/Area Programme Manager and Senior Regeneration Manager when required</p> <p><b>Professional qualification and level expected at Scale SO2 to include one of the following</b></p> <p><b><u>Royal institute of Chartered Surveyors RICS</u></b> Has completed structured training Is working on APC Final Assessment submission and</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

interview

**Chartered Institute of Housing CIH**

Has obtained Practitioner membership status which is defined as follows:

**Housing Practitioner - Cert CIH**

Practitioner membership denotes that the individual has a housing related qualification recognised by the CIH at Level 3 or above.

**Institute of Mechanical Engineers IMechE**

Has obtained Associate membership, and is working towards full membership

**Associate Members** have a suitable degree in engineering or a STEM (Science, Technology, Engineering and Mathematics) subject. Associates gain the letters AMIMechE after their name.

**Royal Institute of British Architects RIBA**

Has obtained Associate membership and is working towards full membership

**Institute of Civil Engineers ICE**

Has achieved development objectives and is working on obtaining full membership

**Institute of Environmental Management and Assessment**

Working towards full membership

**Royal Town Planning Institute**

Will be working towards Licentiate Membership

**PO1 Requirements**

**Essential**

Relevant degree is essential  
Full professional membership is essential  
Project Management qualification is essential

Professionally qualified with experience of planning, programming, implementing and project managing in a relevant environment gained over at least a 2 year period or

Application  
Form/Interview/Test

Application  
Form/Interview/Test

more..

Experience of successful financial management of projects in a relevant environment within a regime of financial regulations/standing orders

Will be largely autonomous .Will understand and support the broad direction from Senior/Area Programme Manager and Senior Regeneration Manager when required

**Professional qualification and level expected at Scale PO1 to include one of the following**

**Royal institute of Chartered Surveyors RICS**

Full Member of the RICS

Has completed a minimum of 12 months structured training program and submitted requisite documents

Undertaken a 60 minute interview &

Test on Professional practice /ethics

**Chartered Institute of Housing CIH**

Is a Corporate Member

Corporate membership denotes that the individual is professionally qualified in housing including completion of the Test of Professional Practice (TPP), or an APEX programme.

**Institute of Mechanical Engineers IMechE**

Full Member

Full Members are professionally registered engineers. There are three separate classes that recognise different levels of knowledge and skill. All members receive the letters IMechE after their name.

**Royal Institute of British Architects RIBA**

Is a Chartered member

Has obtained a Postgraduate Certificate in Professional Practice

**Institute of Civil Engineers ICE**

Is a Full Member

Has completed Initial Professional Development and submitted a Professional Review

**Institute of Environmental Management and Assessment**

Full Member MIEMA

Successful in the selection criteria needed to become a full member of IEMA.



<p><b>Royal Town Planning Institute</b>  RTPI has 2 phases through which people must pass before obtaining <b>Chartered Membership</b>, which is the benchmark to which all other membership classes are related. Upon election to this class, members can use the designation <b>MRTPI</b> after their names.</p> <p><b>Licentiate member</b> - a mandatory part of the APC.  Graduates of RTPI-accredited courses who are now in professional spatial planning employment and graduates who wish to apply for Chartered Membership must have been Licentiate Members registered on the APC for at least one year before becoming eligible to apply for Chartered Membership.</p>	
<p><b>SKILLS AND ABILITIES:</b></p> <p>Excellent interpersonal, communication and presentation skills (linguistic, written and numerical). The post holder needs to feel comfortable dealing with a wide range of people from technical to non-technical backgrounds including senior officers.</p> <p>Ability to use initiative and analytical thinking in varying situations</p> <p>Highly organised with good planning skills and ability to meet strict deadlines</p> <p>Experience of placing/raising orders, checking and processing invoices, managing a budget, producing financial and budgetary information and of producing reports to all audiences</p> <p>Report writing</p> <p>Experience of successful financial management of projects in a relevant environment within a regime of financial regulations/standing orders</p> <p>Methodical approach with attention to detail, excellent Excel, Word skills, MS project, Power Point and Outlook skills.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict</li> <li>• Assertive and logical</li> </ul>	<p>Application Form/Interview/Test</p> <p>Application</p>

<ul style="list-style-type: none"> <li>• Articulate, pro-active, self-motivated, committed and enthusiastic</li> <li>• Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate</li> <li>• Ability to work cooperatively and in collaboration with other stakeholders and colleagues</li> <li>• Creative with a forward-looking approach that maximises opportunities before they are lost</li> <li>• High degree of probity and integrity; committed to the activities and actions of Newham</li> <li>• Ability to anticipate problems and provide effective solutions</li> </ul>	<p>Form/Interview/Test Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>This post is not subject to a CRB check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p>